

## **YOUR WORKING STYLES SCENARIO**

Have you ever found a co-worker to be a nice guy, but someone who just drove you crazy? You never could put your finger on it but the two of you were just like oil and water. Every time you had to work with that person it always ended up controversy.

What you probably had was a conflict of *styles*. Everyone has a style, sometimes they conflict. From the moment we awake in the morning to the time we go to bed in the evening, we filter information and make decisions. It's not always obvious, but each individual is filtering information and making decisions in distinctly different ways. Even though individuals receive the same information they may react to it differently. We get into trouble when we make the mistake of thinking that everyone else thinks the same way we do. When others don't see things the way we do or reach the same conclusions, the opportunity for misunderstanding and conflict is ripe. If that person is your boss, or someone that you must depend upon at work, the consequences could be significant.

This workshop will give you an insight into the way you and others work and think. By learning to identify the strengths and limitations of different working styles you can begin to appreciate that differences can optimize your ability to perform. Through understanding how different people are motivated, you can become more effective and improve interpersonal relationships.

## YOUR WORKING STYLES QUIZ

The purpose of this quiz is to get some idea of your dominant working style. There are no wrong answers in the quiz, and several of the choices may appeal to you because your style is a combination of styles. For the purposes of this quiz please read each statement and order your responses "1", "2", "3", "4", with "1" being the response that best describes you and "4" being the response that least describes you.

1. When performing a job, it is most important to me to:
  - a. \_\_\_\_\_ do it correctly, regardless of the time involved.
  - b. \_\_\_\_\_ set deadlines and get it done.
  - c. \_\_\_\_\_ work in a team, cooperatively with others.
  - d. \_\_\_\_\_ demonstrate my talents and enthusiasm.
2. The most enjoyable part of working on a job is:
  - a. \_\_\_\_\_ the information you need to do it.
  - b. \_\_\_\_\_ the results you achieve when it's done.
  - c. \_\_\_\_\_ the people you meet or work with.
  - d. \_\_\_\_\_ seeing how the job contributes to future progress.
3. When I have several ways to get a job done, I usually:
  - a. \_\_\_\_\_ review the pros and cons of each way and choose.
  - b. \_\_\_\_\_ choose a way that I can begin to work on immediately.
  - c. \_\_\_\_\_ discuss ways with others and choose the one most favored.
  - d. \_\_\_\_\_ review the ways and follow my "gut" sense about what will work best.
4. In working on a long term job, its most important to me to:
  - a. \_\_\_\_\_ understand and complete each step before going to the next step.
  - b. \_\_\_\_\_ seek a fast, efficient way of completing it.
  - c. \_\_\_\_\_ work with others in a team on it.
  - d. \_\_\_\_\_ keep the job stimulating and exciting.
5. I am willing to take a risky action if:
  - a. \_\_\_\_\_ there are facts to support my action.
  - b. \_\_\_\_\_ it gets the job done.
  - c. \_\_\_\_\_ it will not hurt others feelings
  - d. \_\_\_\_\_ it feels right for the situation.

## YOUR WORKING STYLES SCORE SHEET

Enter the numbers for each letter and add up the columns.

1.	a. _____	b. _____	c. _____	d. _____
2.	a. _____	b. _____	c. _____	d. _____
3.	a. _____	b. _____	c. _____	d. _____
4.	a. _____	b. _____	c. _____	d. _____
5.	a. _____	b. _____	c. _____	d. _____
Total.	a. _____	b. _____	c. _____	d. _____

Your lowest score is your dominant style.

- a. Analytic
- b. Driver
- c. Amiable
- d. Expressive

## YOUR WORKING STYLES: CHARACTERISTICS

### High Responsiveness

Amiable Style  
Slow at taking action and making decisions  
Likes close personal relationships  
Dislikes interpersonal conflict  
Supports and “actively” listens to others  
Weak at goal setting and self direction  
Has excellent ability to gain support from others  
Works slowly and cohesively with others  
Seeks security and a sense of belonging  
Good counseling skills

### Low Assertiveness

Analytical Style  
Cautious actions and decisions  
Likes organization and structure  
Dislikes involvement with others  
Asks many questions about specific details  
Prefers objective, task oriented work environment  
Wants to be right and therefore relies too much on data collection  
Works slowly and precisely, alone  
Seeks security and self-actualization  
Good problem solving skills

### Low Responsiveness

Expressive Style  
Spontaneous actions and decisions  
Likes involvement  
  
Dislikes being alone  
  
Exaggerates and generalizes  
Tends to dream and get others caught up in dream  
Jumps from one activity to another  
Works quickly and excitingly with others  
Seeks esteem and a sense of belonging  
Good persuasive skills

### High Assertiveness

Driver Style  
Firm actions and decisions  
  
Likes control  
  
Dislikes inaction  
  
Prefers maximum freedom to manage self and others  
Cool and independent, competitive with others  
Low tolerance for feelings, attitudes, and advice from others  
Works quickly and impressively by self  
Seeks esteem and self-actualization  
Good administrative skills

## MAKING THE MOST OF YOUR WORKING STYLES

YOUR STYLE→ OTHER STYLE↓	ANALYTICAL	DRIVER	AMIALE	EXPRESSIVE
ANALYTICAL	A deadly combination, run for your nearest driver! Establish priority of tasks to be done. Commit to firm time frames for your work and stick to them.	Take a deep breath, relax and slow down. With analyticals, you need to demonstrate that you have considered <u>all</u> (okay, <i>most</i> ) options or outcomes before moving ahead.	Cut short the social hour, and get right down to the specifics. The more information you have to support your position the better.	Translate your vision into specific tasks or goals. Involve analytical in research and developing the details of the plan of action.
DRIVER	Organize your work around major themes, prepare “executive summaries” with headings or bullets that state the conclusions first and supporting data and analysis second.	Get a car with a good set of brakes, cause you will need them! Before revving up and driving over a cliff, remind each other of you similarities and your need to adopt qualities of the other styles.	Put on your thick skin, don’t take anything personally. Getting results is what counts with drivers, be decisive and dynamic. Emphasize the bottom line.	Take time to think about what your vision really is, translate it into action steps with objectives and timelines.
AMIALE	Start off on a personal note, gravitate to project specifics and expectations emphasize the greater good of the project.	Spend time up front gaining trust and confidence, be charming and inclusive. Be sure to be specific about deadlines, even when it seems obvious.	Laugh with each other about how important being warm and fuzzy is. Then focus on what we really need to accomplish here, then <u>do it</u> .	Tell them how important the team concept is to making your vision a reality. Give the amiable the job of building the team to make the dream come true.
EXPRESSIVE	Jazz up your presentation, try to think of the BIG picture.. Involve the expressive in developing the “vision” or marketing of the plan.	Be patient and try to work with a flip chart to harness creative spirits. Emphasize time lines and due dates. Build in flexibility to allow the free reign of creativity.	Charm the expressive with your appreciation of their vision and creativity. Harness this energy to deal with the pesky, but important details that only they can address.	Now that you have discovered the solution to world hunger, find someone who can actually make it happen!